

Report-Writing Tips



- **TURN IT OFF!** Ever heard your parents complaining about your music or the TV being too loud? Well, those things can be a big distraction when you are trying to concentrate. Make sure you have a quiet space to study.
- **PREPARATION IS EVERYTHING.** The trick to writing a good report is knowing as much about the subject as you can, so do your research.

Check out books at the library, review web sites, or interview people who work in the field you are studying.

- **TAKE NOTES.** While you are studying your material jot down some of the points you feel are important to include in your report.
- **MAKE A ROUGH DRAFT.** When you are ready to start writing, make a rough draft or a scratch copy that you can make changes to before you write the final report. Double space your rough draft so there is plenty of room to write changes on it.
- **FORMAT**—use the format recommended by your teacher, and be sure to keep track of your resources such as book titles and authors to include in a reference page if one is required.
- **THE DICTIONARY IS YOUR BEST FRIEND.** Be sure to check your spelling, punctuation, and grammar. This will make your report easier to read and your teacher can focus on what a great job you did on research instead of having to figure out what you are trying to say.
- **A PICTURE IS WORTH A THOUSAND WORDS.** Make your report stand out with art work like pictures or poems. Graphs are a great way to show numerical information. They are also more interesting and easier to understand than just listing the information by itself.
- **GET ANOTHER SET OF EYES.** Has your mother told you that she has eyes in the back of her head? Well, ask her if she will put them to good use and read your report. Having another person such as a parent or friend read your work is a good way to catch mistakes or get feedback before you turn in your final copy.
- **KEEP IT CLEAN.** Always make sure your final report is neat and clean before you turn it in to your teacher. If you spill something on it or if your dog drools on it you should make a new clean copy and then keep it away from Fido.
- **DON'T BE LATE!** Be sure to turn in your report on time. Many teachers deduct points for late work and some won't accept late work at all.
- **RELAX**—now that you've done the work and checked it twice you can go back to listening to music, watching TV and playing video games—just not all at once!

